



Office of the City Clerk

Weekly Report – for Week Ending February 16, 2018

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Elections

Staff continued distribution of voter registration forms and displays to city departments' public facing counters. To date, staff has distributed voter registration supplies to over 260 locations.

Staff conducted presentations, mock elections and voter registration at North Hollywood Zoo Magnet School at the LA Zoo. 95 students attended and 53 pre-registered to vote.

Outreach staff attended the 19th Annual Los Angeles Black College Expo in CD 9, the 3rd Annual Black Youth Guidance Forum in CD 12, and the Lunar New Year Festival in CD 15. Almost 1,000 students were in attendance and 61 registered to vote.

Also this week, as part of the faith based initiative, an elections outreach presentation was held at Concord Missionary Baptist Church in CD 10.

Neighborhood Council (NC) Elections

For both the upcoming NC Subdivision and 2019 Elections, staff are working to update an online application for the vote-by-mail election component. They are also designing electronic Election Day poll books.

Staff held the second NC Election Workshop on Monday, February 12 at the Marvin Braude Constituent Service Center where they gathered public feedback for the 2019 NC election process.

Business Improvement Districts (BIDs)

16 Annual Planning reports were presented at the Economic Development Committee.

The 2018 Wilshire Center merchant-based BID's contract for program administration was processed this week.

Records Management

A Photo Use Agreement was signed with a producer from UCLA for a web documentary on the environment and sustainability which will appear on KCET.

A team of volunteers is working to catalog the City's collection of memorabilia from the Tom Bradley collection.

Systems

The NC Funding financial management online portal is being enhanced to further improve the end-user experience, and provide tracking for staff that mirrors the Controllers Office's reporting requirements. The changes are in user-acceptance testing and will be moved to production by the end of the month.

The semi-annual disaster recovery exercise this past weekend was completed without any issues. The process took approximately five hours to simulate a data center failure and data recovery. The next exercise is scheduled for September.